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Goddard Space Flight Center (GSFC)

New Technologies for Re-engineered Operations [NTRO] Project Office

Budget Formulation Project

Steering Committee Charter

GSFC - Code 405

National Aeronautics and
Space Administration

Goddard Space Flight Center
Greenbelt, MD

DOCUMENT CHANGE HISTORY LOG

<u>Revision/Change</u>	<u>Effective Date</u>	<u>CCMS CCR #/Date</u>	<u>Description of Changes</u>
Baseline	01/24/02	CCMS CCR-405.3-65 New Doc Submission	Initial Release
Change 1	02/08/02	CCMS CCR-405.3-66	Class II Format Change. Placed Document in 405-FORM-0001 to bring it into Compliance with ISO/QMS Policy

Approved by:

Richard Beck,
Steering Committee Chairperson

Date

Mike Mann,
IFM Program Director

Date

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CHARTER

BUDGET FORMULATION PROJECT STEERING COMMITTEE

1. PURPOSE

This charter establishes the Integrated Financial Management Program (IFMP), Budget Formulation Project Steering Committee and sets forth its functions and membership. This Committee is established to provide timely decisions, advice, counsel and recommendations to the Project.

2. APPLICABILITY/SCOPE

The National Aeronautics and Space Administration (NASA) established the Integrated Financial Management Program (IFMP) to evaluate and improve the efficiency of NASA's business processes. Successful implementations of streamlined processes will enable NASA's programs and projects to more efficiently perform their work. Specifically, the scope of this charter is applicable to the implementation of new budget formulation systems and processes throughout NASA, including Headquarters and all NASA field Centers.

3. AUTHORITY

The authority for establishing the Budget Formulation Project Steering Committee is the IFMP Program Commitment Agreement and IFMP Program Management Plan.

4. RESPONSIBILITIES

The Committee is established to support the Budget Formulation Project by serving as a decision-making body that will have the following responsibilities:

- Approve agency processes and enabling functional requirements (level 2-4)
- Approve process redesigns and configuration decisions that affect the business processes
- Provide advice, counsel, guidance, and decisions, as needed, to the Agency Process Team and the Budget Formulation Team
- Review and address recommended alternative approaches for handling cross-functional processes/policy issues and cross-Center issues
- Review requests for modifications to COTS product
- Communicate program commitment to all stakeholders
- Help ensure adequate staffing to support both pilot and Center implementations
- Help knock down barriers to facilitate process change
- Approve Agency vs. Center configuration options
- Recommend implementation plans to the Program Director
- Responsible for transition planning and rollout implementation

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During the formulation and implementation phases, the Committee will serve as the Configuration Control Board (CCB) for the functional requirements and processes. In this capacity, the Committee will review, approve, and establish the baselined functional requirements, and will review and approve all changes to the baseline. After implementation, the functional owner may delegate the CCB role to the Agency Process Team, or other appropriate organization.

Decisions will be finalized by a simple majority vote.

The Committee will provide advice, counsel, and recommendations to the Budget Formulation Project Manager.

5. MEMBERSHIP

During the project formulation phase the Steering Committee will consist of the members listed in the table below. (NOTE: Prior to the implementation phase, this membership will be re-evaluated consistent with Project formulation decisions.)

Center	Steering Committee	Position
Ames Research Center	Paul Agnew*	DCFO, Resources
Dryden Flight Research Center	Margaret Ashworth*	DCFO, Resources
Glenn Research Center	Dan Walker*	DCFO, Resources
Goddard Space Flight Center	Bob Martin*	DCFO, Resources
NASA Headquarters	Ada Udell Dennis Bridge*	Chief, Budget Office CFO
Johnson Space Flight Center	Dave Birmingham*	DCFO, Resources
Kennedy Space Flight Center	Richard Cota*	DCFO, Resources
Langley Research Center	Ken Winter* Catherine Prohaska	CFO DCFO, Resources
Marshall Space Flight Center	Clarence Gearhart David Bates*	DCFO, Resources CFO
Stennis Space Flight Center	Rena Perwien*	DCFO, Resources
Enterprises	Roy Maizel* Mike Reilly* Andrew Hunter* Glenn Fuller* Kristen Erickson*	Director, Resources Mgt Div--OSS DAA, Business Management—OSF Earth Science Enterprise Resources Management Officer Director, Resources Mgt DivOAT DAA, Management—OBPR
Code B	Rich Beck, Steering Committee Chairperson* Debbie Watson	Director, Resources Analysis Division Branch Chief--Policy and Process, Resources Analysis Division
GSFC CIO	Dolly Perkins (acting)	CIO

* Denotes voting members

6. MEETINGS

The Committee will convene as often as necessary, but no less frequently than monthly. Additional meetings will be scheduled at the discretion of the Chair. During the formulation phase the committee will meet to approve plans, requirements, and review results. If a Committee member is unable to attend a scheduled meeting, he/she will designate a surrogate with authority to speak for the member.

7. DURATION

This charter shall be in effect through the formulation phase of the Project. Prior to the project implementation phase, this charter should be updated to ensure Steering Committee membership and associated responsibilities are consistent with decisions coming out of formulation. During implementation, this charter will be reviewed and renewed as appropriate.